

Minnesota Housing, in partnership with Greater Minnesota Housing Fund (GMHF) and the Metropolitan Council, announces the availability of funds through the Consolidated Single Family Request for Proposals (Single Family RFP).

The Community Homeownership Impact Fund (Impact Fund) guides the use of funds awarded by the Agency. We encourage applicants to review the Impact Fund Program Concept and the Community Homeownership Impact Fund Procedural Manual on Minnesota Housing's [Impact Fund webpage](#) for details about the program.

Community Homeownership Impact Fund (Impact Fund)

Eligible Applicants

- Local governments
- Housing and Redevelopment Authorities
- Nonprofit organizations
- For-profit organizations and private developers
- Indigenous housing corporations
- Public housing agencies
- Joint powers boards established by two or more cities

Eligible Activities

- *Affordability Gap*: Deferred loans or grants to homebuyers to cover the difference between the purchase price of a home and the first mortgage for which a homebuyer qualifies.*
- *Housing Infrastructure Bond (HIB) Proceeds*: Deferred loans to community land trusts for the costs of land acquisition, demolition, and utility connections.
- *Interim Loans*: Interim construction loans to administrators to finance the acquisition and construction of homes.
- *Owner-Occupied Rehabilitation*: Deferred loans or grant to homeowners to cover the costs of home rehabilitation or to write down Community Fix Up interest rates.*
- *Value Gap*: Grants to administrators to cover the difference between the total development cost and appraised value of a unit.

** Not eligible for Workforce and Affordable Homeownership Development Program.*

Income Limits

Proposed projects must serve households at or below the following income limits. Current income limits are posted on the [Impact Fund webpage](#).

- Housing Infrastructure Bond Proceeds funding: Up to 80 percent area median income (AMI) or the income limit that qualifies the organization for tax-exempt status
- All other sources of funding: Up to 115 percent AMI

Funding Priorities

Each proposal will be evaluated based on the extent to which it meets the Selection Standards and Funding Priorities. Applicants are encouraged to review the [2020 Single Family Scoring Criteria](#).

Workforce and Affordable Homeownership Development Program

Minnesota Housing will also have one-time funding to preserve and increase the supply of workforce and affordable housing throughout Minnesota. Priority will be given to smaller projects in Greater Minnesota and suburban communities within the seven-county Twin Cities metropolitan area, for communities with populations of less than 10,000 and new construction projects.

Eligible Grantees

- Tribal governments
- Cities
- Community Land Trusts
- Nonprofit organizations
- Cooperatives

For-profit organizations are not eligible to apply for funding.

Eligible Activities

- New construction of single-family homes
- Acquisition, rehabilitation, resale of single-family homes

Funds may not be used to provide downpayment assistance or financing for owner-occupied rehabilitation.

Funding Timeline

Applicants must complete and submit an application through the Single Family Consolidated RFP process. These proposals will be considered on an accelerated selection timeline separate from the typical Single Family RFP process. More information on the timeline can be found on the [RFP Timeline](#).

Recognizing that the available funds likely will not meet the demand for the funding, any proposals not awarded funding through the Workforce and Affordable Homeownership Development program will be considered for funding through the regular Single Family RFP application process.

The program will be guided by the Minnesota Housing Community Homeownership Impact Fund Program Procedural Manual, Challenge statute (Minn. Stat. 462A.33), Challenge rules (Minn. R. 4900.3600-4900.3652), and the Workforce and Affordable Homeownership Development Program statute (Minn. Stat. 462A.38). Please familiarize yourself with the program guidance.

Co-Funder Information

Greater Minnesota Housing Fund (GMHF) and the Metropolitan Council each have their own program requirements and guidelines. Below is a summary of funding provided by the co-funders:

- **GMHF** provides funding for homebuyer affordability gap in the form of deferred, subordinate loans at 0% interest. The maximum loan amount per homebuyer is \$8,500. GMHF will give preference to proposals which apply a racial and economic equity lens to promote economic inclusion in the benefits of homeownership among households of color, immigrant households, and households with disabled members, and that seek to leverage cross-sector health and housing partnerships to improve community and individual health through investments in affordable housing.
- **The Metropolitan Council's** Local Housing Incentives Account (LHIA) funding helps cities in meeting their affordable and lifecycle housing goals by supporting new or preserved affordable housing developments. Grantees must match LHIA awards on a dollar-for-dollar basis; grants are for the value gap, which is limited to no more than half of the difference between the purchase price of the

home and the total per-unit hard costs, unless a mechanism is in place to ensure a minimum affordability term of 15 years; and funding is limited to projects within the seven county Twin Cities Metropolitan Area.

We encourage applicants to review each co-funder's program information guides, which are posted on the [Impact Fund webpage](#).

Financial Leverage

Minnesota Housing will award points to Applicants that have secured commitments of dollars to close funding gaps. Only committed financial leverage will be considered when applications are scored.

Committed Leverage

Committed leverage is the dollar amount of leveraged funds dedicated specifically to the proposed project. Applicants must provide documentation (e.g., award letter, funding contract, etc.) of the committed leverage. The documentation must include the following:

- Name of the organization, contact person, and his or her contact information;
- The amount of cash or the value of the in-kind contribution committed to the proposed project;
- The period of time the funds will be available for the Applicant's use; and
- The terms and conditions of the commitment including but not limited to:
 - How funds are to be used (e.g., lump sum allocated to a project or pipeline funds available on an ongoing basis, etc.); and
 - Funding type (e.g., loan or grant).

Committed leverage includes the Applicant's own funds or funding from a third-party. The funds must be for the proposed project. Operating funds, other general use funds, and lines of credit are not considered leverage.

Pending Leverage

Pending leverage is leverage that has not been formally committed to the Applicant or the proposed project. Applicants must submit pre-commitment documentation for all pending leverage no later than **September 1, 2020**. Pending leverage will not be considered and scored without pre-commitment documentation.

Organizational Capacity Review

Minnesota Housing will conduct an organizational capacity review of each applicant that is a nonprofit or a for-profit organization. The organizational capacity review is not an audit or a guarantee of the organization's financial health or stability. Rather, it assesses the organization's capacity to carry out the proposed project, if funded.

All nonprofit and for-profit organizations must complete either the Organization Capacity and Review Form – Nonprofit Organizations or Organization Capacity and Review Form – For-Profit Organizations and submit all required documentation.

All other applicants are not required to complete an Organization Capacity and Review form.

Application Materials

All Single Family RFP applications materials are available on the [Impact Fund webpage](#).

All Applicants must complete and submit the following:

- ☐ Single Family RFP General Application
- ☐ Single Family RFP General Workbook
- ☐ Single Family RFP Housing Activity Section and Workbook **for each type** of Housing Activity for which funds are requested:
 - Acquisition/Rehabilitation/Resale Housing Activity Section(s) and Workbook(s)
 - (Stand-Alone) Affordability Gap Housing Activity Section(s) and Workbook(s)
 - New Construction/Demolition - Rebuild Housing Activity Section(s) and Workbook(s)
 - Owner-Occupied Rehabilitation Program Housing Activity Section(s) (includes Community Fix Up Loan (CFUL) Program Write-down) and Workbook(s)
 - Tribal Indian Housing Program Housing Activity Section(s) and Workbook(s)
- ☐ Activity-specific required documents. See activity application for list of required documents.
- ☐ Supplemental forms, if applicable
 - Community Land Trust (CLT) Supplemental Application (CLT's only)
 - Organization Capacity and Review Form – Nonprofit Organizations
 - Organization Capacity and Review Form – For Profit Organizations

Application Deadline and Submission Instructions

Applicants must submit **both** one hard copy and an **identical** electronic copy of the all completed application materials to Minnesota Housing no later than:

Thursday, July 16, 2020 at 12:00pm

Hard Copy Delivery Instructions. Deliver all application materials to:

Minnesota Housing
400 Wabasha Street, Suite 400
Saint Paul, MN 55102
Attn: Single Family RFP Application

Electronic Copy Delivery Instructions

Submit all files in **one upload** using the [Single Family Secure File Exchange](#) (LeapFILE™), accessible on the [Partner Login page](#), to impact.fund.mhfa@state.mn.us.

Applicants should use the following naming conventions for each file: "Organization Name Application Form" Example: "ABC Development Acquisition Rehab Resale Workbook"

Technical Assistance

Applicants are encouraged to review the recorded Single Family technical assistance webinar on the [Impact Fund webpage](#). The 2020 RFP has some changes, however many of the information in the 2019 webinars are still relevant in the 2020 RFP.

Email Updates

Sign up for Impact Fund eNews on the [Minnesota Housing website](#). Select “Single Family Community Development Programs.”

Approval Date and Award Notification

Board Approval

The Minnesota Housing Board of Directors is expected to consider the Agency’s funding recommendations for the Single Family RFP in **December 2020**.

Minnesota Housing reserves the right to not select proposals. Proposals selected for funding through the Single Family RFP are subject to availability of funding.

Award Notification

Selected proposals will be posted on Minnesota Housing’s website following the board meeting. All applicants will receive a letter following the board meeting with the Agency’s funding decision. Awardees will receive an award letter and funding contracts within approximately three months of Minnesota Housing’s board date.

Co-funders will select projects through their own separate funding processes and will notify applicants separately of their funding decisions.

Contact Information

Minnesota Housing

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Indian Housing

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Home Improvement Programs

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Greater Minnesota Housing Fund

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Metropolitan Council

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The Single Family RFP is subject to all applicable federal, state, and municipal laws, rules, and regulations.

Minnesota Housing reserves the right to withdraw this request for proposals, to not make selections, and to modify dates and submission material requirements as it deems necessary. Minnesota Housing will post notice of any such changes on its website and is not able to reimburse any Applicant for costs incurred in the preparation or submittal of proposals. Minnesota Housing also reserves the right, in its sole discretion, to approve nonmaterial errors or nonmaterial omissions in application submissions.

It is the policy of Minnesota Housing to further fair housing opportunity in all of Minnesota Housing's programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.